

**LOSS PREVENTION SUBCOMMITTEE
MEETING MINUTES
THURSDAY, OCTOBER 24, 2002**

LOSS PREVENTION SUBCOMMITTEE MEMBERS PRESENT

Kathy Gastreich	Department of Corrections
Gary Andrews	Department of Corrections
Dennis Anderson	Department of Health
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Carole Mathews	Department of Labor & Industries
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Tom Wendel	Office of the Attorney General

ABSENT MEMBERS

Lori Lamb	Washington State University
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OFM STAFF PRESENT

Jolene Bellows
Roselyn Marcus
John Nicholson

GUESTS

Diane Perry	Washington State Patrol
Jim Smego	Department of Natural Resources

CALL TO ORDER

Co-chair, Kathy Gastreich, called the meeting to order at 1:30 p.m.
Members, guests and staff introductions.
Committee discussion proceeded with the items on the previously published agenda.

15 PASSENGER VAN "FAST-TRACK PROJECT"

Jolene Bellows presented this project by discussing the background, current issues and the research that has been performed. Due to the significant safety issues involved, this effort is on a "fast-track" with a December 31, 2002, target completion date.

- Two target auto liability claims involved 15 passenger vans
- Discussions with the Department of General Administration Procurement office regarding the purchase and rental contracts
- Attendance at Washington State Transit Insurance Pool Symposium on 15 passenger vans
- Agencies and colleges looking to RMD for guidance

The Risk Management Division will hold a 15 passenger van focus group session on Nov. 6, 2002. A copy of the focus group members was shared with the committee. Van and driver issues have been separated into three categories for discussion. A "quality" evaluation tool exercise will be utilized to refine the recommended steps to be implemented.

Staff asked the committee for suggestions on how to communicate the results of the focus group work to all agencies and colleges. Several recommendations were provided. Following the focus group session, staff will maintain frequent communications with the committee co-chair and members regarding the process to develop a final product.

VEHICLE ACCIDENT PREVENTION FOCUS

Jolene Bellows discussed the background which resulted in this risk area being chosen as a focus for RMD activity for the next 18-24 months. A sheet with the "Focus" projects was distributed to the committee. Committee members engaged in a very positive and constructive discussion on this initiative. Recent same subject training by RMD insurance broker, Willis, was discussed. Staff will distribute copies

of the training material to the committee members. The committee will form a small workgroup to convert the material into a suggested document which can be shared with all agencies.

RISK MANAGEMENT SECTION OF 03-05 BUDGET SUBMITTALS

Staff asked the committee for advice and assistance as to how this information can best be assembled to communicate what state government is doing in loss prevention. A comprehensive discussion resulted in several recommendations being provided. Staff will prepare a draft document, based on the “story” concept for the committee to review at their next meeting.

IDENTIFYING ISSUES OF STATE-WIDE SIGNIFICANCE

- Mold
- Employment practices
- Policies wording

NEXT MEETING

The next meetings will be:

January 23, 2003

April 9, 2003

July 10, 2003

October 9, 2003